

Exhibit

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last updated: July 27, 2023

Responsibilities:

- Plan calendar for all events with the current President, incoming President, and activities co-chair. Such as: theater trips, tours, and parties.
- Maintain information for potential activity (location, deposits, contacts, etc)
- Secure reservations with deposits when necessary
- Notify website manager & Treasurer of price and deadlines for reservations for all special events
- Assist in arranging carpooling for events not in the RMR local area
- Assign seating for theater tickets
- Assist party chairs as needed

Notes:

- 1) NOT responsible for making arrangements (location, decorations, programs, etc.) for Cocktail parties, Christmas Dinner, Veterans' Day, Ladies Tea, and other parties. That is the responsibility of the chairs of those events.
- 2) Schedule the deadline for payment/reservations for an event at least 2 days before that facility requires their final notice. This allows for any "late" receipts and time to coordinate the numbers and make final payments.
 - Have an email sent out to the membership 3 weeks and one week before the event deadline to remind/update members.
 - For me (Ferne) it is easier to make the deposit when I reserve the seats with my credit card. Also, to make the final payment and then get one check from the Treasurer for the total amount. The deposit is usually 10-25% of the final amount. I cover this deposit, but before the big final payment charge is due on my account, I arrange to have the check from the Treasurer. You can get a check for the deposit or final payment from the Treasurer and have it made out either to you or to the facility.
- 3) Schedule the calendar to be made the end of October or first week in November. Members like to have a hard copy of the schedule for the upcoming year. I used a different color paper for each year. The final schedule is made at a meeting with the current President, incoming President and Activities Co-Chair.
 - Beginning in May theaters/facilities put out their schedule for the coming year. To get desired night I sometimes have to make seat holdings that early!
 - Keep places within an hour drive of Red Mountain Ranch.

ACTIVITIES CHAIR

last updated: February 2, 2022

- Try to schedule 1 theater trip and 1-2 other events (museums, tours, activities) in a month.
- 4) To meet for car-pooling I use the parking lot at the Fitness Center as there are always lots of parking spaces and people can easily see each other in the lot.
- 5) All “special” activities are meant to be neutral to the Club Treasury. Occasionally, the Club makes a few cents (for events that charge a non-whole dollar amount we round up to the nearest \$0.50 increments, ie: \$24, 24.50, \$25)
- 6) Refunds – refunds are only given if the facility cancels and refunds our payments, if some one is hospitalized, has a family death, or before payment to the facility is made.
 - If someone has paid and is unable to attend, I will attempt to find someone to use their ticket. (It is up to them to work out payment for that ticket)
 - If someone calls after the deadline and I have released our unused seats, I will call the facility and see if I can add them. In this case I have them pay me directly and not go through the treasury to decrease confusion.
 - If I have more reservations than the seat I have held (or possible additions) then the tickets go to individuals based on the order in which they reserved.
- 7) Some facilities have a minimum number to get a group rate.
 - If we don’t meet that number by the deadline, I contact those who have paid to see if they are willing to pay the additional amount for the regular rate, if not then I just cancel their reservation and the Treasurer either destroys their check or returns the amount.
 - If I am not certain there will be enough interested in a certain event, I list the price at the regular rate and then if the minimum is met, I have the Treasurer pay me the amount they have received, and I return to everyone the difference in cash at the event.
 - Some facilities not only have a group rate, but also give free tickets based upon the number attending. In this case, I charge the rate then divide the amount paid for the “free tickets” by the number attending and return this amount to everyone. Since I don’t know how many will be attending, I can’t reduce the price for the reservation. This is usually less than \$3 per person.
- 8) Tickets – when I get them, I assign the seats. I hand out the tickets to people at a meeting or meet them at the facility when the doors open.
- 9) I often make dinner/lunch reservations for before or after an event for those who want to also attend that. Then people pay their own bill at the restaurant.
- 10) Since I am gone from Mid-May to late October, I try to find someone who will coordinate the reservations for breakfasts and dinners over the summer. This can be the Activities Co-chair or a volunteer.

Responsibilities:

- Organize the monthly speaker for the RMR Social Club meeting

Notes:

- 1) Meetings are held the 2nd Thursday at 9:30 am to 11am
- 2) Speakers are needed for the January, February, March, April, May, September, and October Meetings. November meeting is our Veteran's Spotlight.
- 3) Speakers must match the Bylaws and the vision for the RMR Social Club.
- 4) Speakers are scheduled ideally 2+ months in advance and are given the opportunity to speak for up to 45 mins beginning about 10am followed by the club business.
- 5) About 2 weeks prior to the meeting, Program Chair should get a brief bio or some information on the speaker and presentation and send it to the Communications Chair to advertise the speaker.
 - This same information could be used to send to the group journalist for the monthly write-up in the Up Close publication which is 2-4 weeks prior to the meeting.
- 6) About 1 week prior to the meeting Program Chair should coordinate with the A/V Chair to make sure we have the proper equipment needed for the Speaker's presentation
- 7) Program Chair will prepare a thank you card and purchase a \$50 gift card for the speaker. The Treasurer will reimburse the cost when they receive the receipt.
- 8) At the meeting, the Program Chair will welcome the guest speaker around 9:30 am and help if needed to get set up.
 - Program Chair will then welcome the speaker and make a quick introduction and then turn the floor over to for the presentation.
 - At the conclusion of the presentation, Program Chair will thank the speaker and present them with the gift and thank you on behalf of the Social Club.

Responsibilities:

- Send notes/cards to members in need of a bit of “sunshine”
 - Card/flowers/planter will be sent when a club member has lost an immediate family member. Immediate family member refers to a child, spouse, parent or significant other.
 - Appropriate cards will be sent in the case of illness, surgery, birth, or loss of a pet. Cards would be sent in the event of a death of a family member not designated as an immediate family member
- Create a member network to inform the Sunshine Chair of members that meet the requirements to receive benefits from the Sunshine Committee. All RMRSC members are considered members of the Sunshine Committee and should notify the Chair when they know of a fellow member in need of “sunshine”
- At the end of the year, Chair is to supply a list of the names of any member who has died in the previous year, so that a dedication in the deceased’s name can be added to the end of year video.
- Chair is to keep the board updated on any Social Club member’s contact information including phone numbers and email addresses.
- The Chair will create a report quarterly on the status of members. The yearly report will count as one of the quarterly reports. This report will include:
 - Condolences to our member(s) on the passing of a family member
 - Any or no activity occurred during the quarter

Notes:

Responsibilities:

- Participate in Social Club Meetings and planned activities to welcome new members or potential new members to the Social Club and to introduce them to other members of the Social Club
- Send a Welcome email to each new member within a month of joining the Social Club. This email should include:
 - The Welcome Chair's Names, cell phone numbers
 - General information about the Social Club, including details of upcoming events (Ladies Lunch, Men's Breakfast, Game Night, Speaker Meeting, upcoming Special Events, etc)
 - Expect an invitation to the next New Member Welcome event to meet the Welcome Chairs and other new members.
- A follow-up email is initiated by one of the Welcome Chairs to new members with an invitation to the next New Member Welcome Event
This event should:
 - Be offered at least every 6 months
 - Have copies of the current RMRSC Brochure, Activities and Special Events list given to each attendee
 - Review the schedule of regular meetings, Activities and Special Events
 - Demonstrate how to register for Special Events and Activities on the Website
 - Discuss that registration may also be via cash/check either in person or via mail to the Treasurer
 - Discuss the contributions the Social Club has made to the RMR Community (Book Boxes, Benches, etc)

Notes:

- 1) New Members may join the Social Club via the RMRSC Website, in person at any RMRSC General Meeting or by sending information and cash/check for the annual dues to the RMRSC Treasurer

WELCOME CO-CHAIR(S)

last updated: July 27, 2023

- 2) The Treasurer sends a welcome email to new members with confirmation of dues paid, the contact list of officers of RMRSC Social Club and the date/time of the next General Meeting
- 3) The Treasurer will send a list of new members contact information at least monthly to the Welcome Co-Chairs, President, and Communications Chair
- 4) The President acknowledges new members when they attend their first meeting. Board Members and all Committee Chairs greet and welcome new members at meetings and events.